

August 8, 2013

STATE OF MONTANA  
REQUEST FOR PROPOSAL ADDENDUM  
RFP-1401KH

TO BE OPENED: August 16, 2013 - 2 p.m.

TITLE: Temporary Assistance for Needy Families (TANF) Family Economic Security (FES) programs  
titled FES – TANF Employment Services and FES – TANF Financial Literacy Services

**ADDENDUM NO. 1**

To all Offerors:

**CLARIFICATION ON PROPOSED BUDGETS:** There is a 15% administrative cap for both FES – TANF Employment Services and FES – TANF Financial Literacy Services programs. Administrative costs are those necessary for the proper administration of the program, including costs for general administration and coordination of these programs.

**QUESTIONS AND ANSWERS:** Written questions received in response to this RFP, along with questions asked at the pre-proposal conference held July 30, 2013 are attached. The questions, along with the State's response, become an official amendment to this RFP.

All other terms of the subject "Request for Proposal" are to remain as previously stated.

**Acknowledgment of Addendum:**

The offeror for this solicitation must acknowledge receipt of this addendum. This page must be submitted at the time set for the proposal opening or the proposal may be disqualified from further consideration.

I acknowledge receipt of Addendum No.1.

Signed: \_\_\_\_\_

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

Sincerely,

Kim Hayes  
DPHHS Contracts Officer

Question Number	Page Number	Section Number	Questions & Answers for RFP-1401KH FES-TANF
1.			<p><b>Q. When did the AES/SEP program changed to the TANF Employment Services and FES – Financial Literacy Services programs?</b></p> <p><b>A.</b> The program used to be called the Temporary Assistance for Needy Families (TANF) Employment Services. Family Economic Security (FES) has been added to the program name. TANF Employment Services use to consist of two (2) modules the Accelerated Employment Support (AES) Program and Subsidized Employment Program (SEP). FES-TANF Employment Services now also includes a Specialized Training Program (STP) as a third module. Basically same program, just a different name.</p>
2.			<p><b>Q. Are there specific expectations or goals related to program enrollments in each region and in each part?</b></p> <p><b>A.</b> There are currently no specific expectations or goal related to program enrollments.</p>
3.	6	1.1	<p><b>Q. Why did Tribal communities not receive a separate allocation/set aside?</b></p> <p><b>A.</b> The TANF Family Economic Security and Employment funding does not provide specific allocations for Tribal communities. Tribal communities are included in the statewide funding, separated by 12 regions.</p>
4.	6	1.1	<p><b>Q. How were Regions determined (MACO districts, HRDC districts...)?</b></p> <p><b>A.</b> The department chose to follow the Human and Community Services Bureau's Child Care and Resource referral regions. These regions are also used by the Intergovernmental Human Services Bureau (IHSB) for HRDC regions. Any relation to MACO counties is coincidental.</p>
5.	6	1.1	<p><b>Q. How were the regions determined?</b></p> <p><b>A.</b> To ensure that all counties in the state were included in this RFP and to prevent duplication of services the department chose to follow the Human and Community Services Bureau's Child Care and Resource referral regions. These regions are also used by the Intergovernmental Human Services Bureau (IHSB) for HRDC regions. Any relation to MACO counties is coincidental.</p>

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6.	6	1.1	<p><b>Q. We were a sub-contractor in the previous SDA for Gallatin County under REO for the FES services. Were the numbers served and amount of contract for Gallatin County combined with REO's for determining the amount of funding for this SDA, as this may have skewed the outcome for Gallatin County?</b></p> <p><b>A.</b> The number served reported for Gallatin County by REO and Career Transitions for each individual program (Accelerated Employment, Subsidized Employment, Specialized Training and the previous FES programs that included Home ownership, IDA, Matched Savings and Financial Literacy) was used to determine the contract amounts for FES – TANF employment Services and FES – TANF Financial Literacy.</p>																																							
7.	6	1.1	<p><b>Q. Are projected numbers of customers by region available?</b></p> <p><b>A.</b> The numbers listed below reflect the participants served in SFY 2012 in based on prior enrollments.</p> <table><tr><td></td><td><b>FES - TANF Employment Services</b></td><td><b>FES - TANF Financial Literacy</b></td></tr><tr><td>Region I</td><td>2</td><td>3</td></tr><tr><td>Region II</td><td>3</td><td>8</td></tr><tr><td>Region III</td><td>2</td><td>8</td></tr><tr><td>Region IV</td><td>35</td><td>35</td></tr><tr><td>Region V</td><td>107</td><td>109</td></tr><tr><td>Region VI</td><td>4</td><td>6</td></tr><tr><td>Region VII</td><td>42</td><td>98</td></tr><tr><td>Region VIII</td><td>55</td><td>55</td></tr><tr><td>Region IX</td><td>21</td><td>32</td></tr><tr><td>Region X</td><td>31</td><td>14</td></tr><tr><td>Region XI</td><td>69</td><td>142</td></tr><tr><td>Region XII</td><td>36</td><td>39</td></tr></table>		<b>FES - TANF Employment Services</b>	<b>FES - TANF Financial Literacy</b>	Region I	2	3	Region II	3	8	Region III	2	8	Region IV	35	35	Region V	107	109	Region VI	4	6	Region VII	42	98	Region VIII	55	55	Region IX	21	32	Region X	31	14	Region XI	69	142	Region XII	36	39
	<b>FES - TANF Employment Services</b>	<b>FES - TANF Financial Literacy</b>																																								
Region I	2	3																																								
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8.	9	1.7.1	<p><b>Q. Will you indicate what form of binding will be accepted (e.g. stapled, 3-ring binder or other)?</b></p>																																							

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			A. A 3-ring binder is preferred.
9.	14	3.1.2	<p><b>Q. Does the FES-TANF Employment Services' special emphasis include self-employment/start-up of or assisting with an existing business that leads to sustainability and meets the needs of the family? (This was allowed in the past services offered.)</b></p> <p>A. No. Self-employment/start-up or assisting with an existing business will not be allowed.</p>
10.	14 & 15	3.1.2 & 3.1.2.3	<p><b>Q. For TANF Employment Services (Part A), is there a maximum amount that may be spent on stipends, wages subsidies and/or training, either on a per participant basis or as a percentage of total contract budget?</b></p> <p>A. There is not a maximum amount that may be spent on stipends, wages subsidies and/or training, either on a per participant basis or as a percentage of total contract budgets. Expenses must be reasonable. There is a 15% cap on administrative costs for all three modules of the FES - TANF Employment Services. For the FES –TANF Accelerated Employment Support Program and the FES – TANF Subsidized Employment Program there is a limit of 700 hours per participant. Placements can be full or part-time employment/training with a goal of 20-40 hours per week. The FES – TANF Specialized Training Program is limited to 90 day trainings.</p>
11.	14	3.1.2.1	<p><b>Q. Are the funds for the FES – TANF Accelerated Employment Support Program employer stipend included in the allocation or will they be paid by the State?</b></p> <p>A. No. The employer stipend will come from the allocation as program costs.</p>
12.	15	3.1.2.2	<p><b>Q. Are FES – TANF Subsidized Employment Program work subsidy funds included in the allocation or will they be paid by the State?</b></p> <p>A. No. The employer work subsidy will come from the allocation as program costs.</p>
13.	15	3.1.2.3	<p><b>Q. Are the funds for the FES – TANF Specialized Training program included in the allocation or will they be paid by the State?</b></p> <p>A. No. The FES – TANF Specialized Training Program costs will be paid for out of the</p>

Question Number	Page Number	Section Number	Questions & Answers for RFP-1401KH FES-TANF
			allocation as program costs.
14.	15  29	3.1.2.3  2 (Contract)	<p><b>Q. This section states that the STP module is limited to 90 days. Please clarify, is there a 90 day limit to the total training, or 90 day limit that a participant can be enrolled in the FESP Specialized Training Program. Would it be possible to enroll a client if they had just 90 days left before completing a lengthy training or education?</b></p> <p><b>This section states that “Employment Services provides education or training to participant that will lead to high demand fields leading to increased wages through college, employment or other specialized training”</b></p> <p>A. FES TANF Specialized Training Program is meant to assist with short term education and training. There is a 90 day limit to the total training. With department approval this can be extended.</p>
15.	15  62	3.1.2.3  SDA	<p><b>Q. Section 3.1.2.3 of the RFP states “...that to be eligible for the STP, a participant must be below 200% of the FPL...”</b></p> <p><b>The SDA states “185% of the FPL for eligibility”, please clarify.</b></p> <p>A. FES – TANF Specialized Training program’s eligibility is 185% of the FPL.</p>
16.	15	3.1.3 & 3.1.3.2	<p><b>Q. For TANF Financial Literacy (Part B), is there a maximum amount that may be spent on IDAs or Matched Savings Accounts, either on a per participant basis or as a percentage of total contract budget?</b></p> <p><b>A. Matched Savings and Individual Development Accounts (IDA) cannot exceed a 3:1 match with all of the dollars going to the participant as long as the goal has been met before the contract ends on 6/30/2014. There is not a limit on the percentage of total contract budget. Maximum amount is \$4,999.00 per participant which includes the 3:1 match funds.</b></p> <p>Matched savings cannot be used for basic ongoing needs, such as food, clothing, shelter, utilities, household goods, personal care items and general incidental</p>

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			<p>expenses.</p> <p>Matched Savings can be used to purchase:</p> <p>Vehicles:</p> <ul style="list-style-type: none"> <li>• A copy of the titles including the previous owner's signed title transferring ownership to the FES participant and the updated/new title from the DMV must be retained in the FES case file;</li> <li>• The participant must have completed a set number of hours of financial literacy education prior to the purchasing of a vehicle; and</li> <li>• A \$4,999 (including 3:1 match) limitation on the funds available for vehicle purchases.</li> </ul> <p>Electronic devices such as Laptops /computers or ipads for employment or educational purposes:</p> <ul style="list-style-type: none"> <li>• Documentation of the need for the device for educational and/or employment purposes must be required and retained in the case file;</li> <li>• If used for educational purposes, verification of enrollment in the educational institution and a copy of the class schedule must be obtained and retained in the case file;</li> <li>• If used for educational purposes, the participant must be in good standing with the institution (GPA of 2.0 or higher);</li> <li>• The participant must have completed a set number of hours of financial literacy education prior to the purchasing of the laptop;</li> <li>• If used for employment purposes, verification of the need for computer must be provided by the employer; and</li> <li>• A \$1,000 limitation on the purchase of laptops/computers and related software.</li> </ul> <p>Payment of post-secondary education tuition, fees, supplies:</p> <ul style="list-style-type: none"> <li>• Require verification of enrollment in the educational institution and a copy of the class schedule must be obtained and retained in the case file;</li> <li>• The participant must be in good standing with the institution (GPA of 2.0 or higher); and</li> </ul>

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			<ul style="list-style-type: none"> <li>• Documentation of the need for the fees and/or supplies (e.g., books, calculators, etc.) for the class.</li> <li>➤ Individual Development Accounts (IDA) must follow the federal rules outlined in the Code of Federal Regulations (CFR) Title 45 Public Welfare online at: <a href="http://www.ecfr.gov">http://www.ecfr.gov</a> and selecting Title 45 – Public Welfare.</li> </ul>
17.	16 & 17	3.1.3.1 & 3.1.3.2	<p><b>Q. Are there limits to the number of program years in which an individual could be enrolled in the FES-TANF Financial Literacy Curriculum – Module 1 and FES-TANF Financial Asset Development – Module 2?</b></p> <p><b>A.</b> There are no limits on the number of years/months a participant can be enrolled in Module 1 programs. Programs must continue to increase the participant's financial knowledge and budgeting skills. Repeating the same course year after year would not be a benefit to the participant unless the course provides updated information. If a participant is enrolled in a program they have already participated in or completed, documentation should be retained in the case file that would verify the need for the participant to be enrolled in the duplicate program.</p>
18.	17	3.1.3.2	<p><b>Q. Regarding IDAs and/or Matched Savings Accounts, would funds deposited into a restricted account intended for educational purposes allowable expenditures under the TANF-FES contracts?</b></p> <p><b>A.</b> IDA's must be deposited into an eligible financial institution as referenced in the Code of Federal Regulations – Title 45 Public Welfare, section 263.20. More information would be needed as to the type of "restricted account" the proposer is referencing to make that determination for Matched Savings. Generally deposits into an account that may restrict access until the participant is college age/ready would not qualify for matched savings as the funds need to be distributed by the end of contract. In addition, Matched savings are meant to assist with short term planning. Generally college savings plans that restrict access until the participant is college age, are more long term planning. IDA and Matched savings money must be paid to participants by the end of the fiscal year, 6/30/2014.</p>

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19.	17	3.2.1 & 3.2.2	<p><b>Q. Is the Department able to make available source locations references for the regulations, administrative rules and policy directives?</b></p> <p><b>A.</b></p> <ul style="list-style-type: none"> <li>• Montana Code Annotated (MCA) and Administrative Rules of Montana (ARM) at <a href="http://www.mtrules.org">http://www.mtrules.org</a></li> <li>• Federal regulations are: <ul style="list-style-type: none"> <li>○ Code of Federal Regulations (CFR) Title 45 Public Welfare online at: <a href="http://www.ecfr.gov">http://www.ecfr.gov</a> and selecting Title 45 – Public Welfare from the list</li> <li>○ Personal Responsibility Work Opportunity Reconciliation Act (PRWORA) OF 1996 Part A, at <a href="http://www.gpo.gov/fdsys/pkg/PLAW-104publ193/html/PLAW-104publ193.htm">http://www.gpo.gov/fdsys/pkg/PLAW-104publ193/html/PLAW-104publ193.htm</a></li> <li>○ Deficit Reduction Act (DRA) OF 2005</li> </ul> </li> <li>• TANF Policy Manual at, <a href="http://www.dphhs.mt.gov/hcsd/tanfmanual/index.shtml">http://www.dphhs.mt.gov/hcsd/tanfmanual/index.shtml</a></li> </ul>
20.	19	4.3.1	<p><b>Q. Will proposals submitted for both Part A and Part B, be considered as a whole or will each part be evaluated separately? For example, is it possible to submit a proposal for both parts and be awarded only one part based on the scores?</b></p> <p><b>A.</b> Yes, Part A and Part B will be evaluated separately. It is possible that there will be two contractors for a region. One for the FES – TANF Employment Services and another for the FES – TANF Financial Literacy Services or they may be the same contractor.</p>
21.	20 & 22	4.3.2.12 & 4.3.3.13	<p><b>Q. In regards to support services, does the participant receive \$250 in support services during the training and \$50 in support services, for fuel, during the financial literacy program? Or is the \$250 used in both programs, so it is \$200 support services during the training and \$50 for fuel support services during the financial literacy program?</b></p> <p><b>A.</b> A maximum of \$250 of supportive services can be used in the FES – TANF</p>

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			Employment Services modules and a maximum of \$50 can be used in the FES – TANF Financial Literacy modules as long as they are used to support the modules the participant is enrolled in.
22.	20  65	4.3.2.12  SDA	<p><b>Q. This section states that Supportive Services are available, up to \$250 per participant in all modules of the Employment Services Program. This section states “while a participant is receiving cash assistance, TANF funded supportive services will be accessed.” Please clarify: does a participant need to be on TANF to receive up to \$250 of supportive services?</b></p> <p>A. A participant does not need to be on TANF to receive the \$250 supportive services. Clarification: “While a participant is receiving TANF cash assistance, TANF Work Readiness Component (WoRC) Employment and Training supportive services must be utilized prior to authorization of FES – TANF Employment Services supportive service funding.”</p> <p>Supplemental Nutrition Assistance Program Employment and Training supportive services must be utilized prior to issuance of FES – TANF Employment Service supportive services, if available to the participant.</p>
23.	21	4.3.3.8	<p><b>Q. Does the participant need to participate in the matched savings account to get training paid for? For instance, if a participant saves \$500.00, then does the operator match this with \$1500 which goes for short-term training?</b></p> <p>A. The Contractor must conduct an objective assessment of the participant and the proposed of the savings goal prior to the approval of the establishment of the IDA or Matched Savings. If training, in the above example is the goal, all of the participant’s contribution (\$500) plus the operator’s match (\$1500) would go towards the training. IDA and Matched savings accounts are not to be used as cash for ongoing basic needs as this does not meet the federal guidelines for the funding. Matched Savings and IDA cannot exceed a 3:1 match with all of the dollars going to the participant as long as the goal has been met before the contract ends on 6/30/2014. If the goal has not been met by the end of the contract, only the \$500 the participant has deposited can be reimbursed to the participant.</p>

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24.	21	4.3.3.8	<p><b>Q. If the participant saves money, does he/she get the money returned upon completion of the program?</b></p> <p><b>A.</b> In an IDA or Matched savings program the goals are established between the contractor and the participant. If the goal is to save \$100 for 6 months starting 10/1/2013 with a goal date of 3/31/2014 and the participant meets the savings goal the funding can be disbursed upon the completion of participant's goal and/or the time frame specified in the agreement. The participant does not have to wait until the end of the fiscal program year to receive the matched funds.</p> <p>If the participant puts money into a savings account but does not complete the program, only the funds the participant has deposited will be reimbursed.</p>
25.	22	4.3.4	<p><b>Q. If a proposer has previously contracted with the DPHHS to provide similar services under the FES or other programs, may the Department be given as one of the references requested</b></p> <p><b>A.</b> "Offeror shall provide a minimum of three (3) references that are currently using or have previously used services of the type proposed in this RFP. <b>The references may include state governments or universities for whom the offeror, preferably within the last three (3) years, has successfully contracted with for Subsidized Employment programs or Financial Planning services.</b> At a minimum, the offeror shall provide the company name, location where the services were provided, contact person(s), contact telephone number, e-mail address, and a complete description of the services provided, and dates of service. DPHHS or any other state agency for which there has been substantive performance can be used as a reference. However, not all three (3) references can be from DPHHS.</p>
26.	24	Budget	<p><b>Q. Is profit allowed?</b></p> <p><b>A.</b> For-profit companies may be awarded a contract however; TANF is a reimbursable program for actual costs. No profit can be made.</p>
27.	24	Budget	<p><b>Q. Are grantees to add lines to the supplied budget form detailing the training and supportive service costs?</b></p>

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			A. Yes. Line items can be added to budget worksheet as long as a narrative is provided.
28.	25	Budget	<p><b>Q. Is profit allowed?</b></p> <p>A. For profit companies may be awarded a contract however; TANF is a reimbursable program for actual costs. No profit can be made.</p>
29.	25	Budget	<p><b>Q. Are grantees to add lines to the supplied budget form detailing the training and supportive service costs?</b></p> <p>A. Yes. Line items can be added to budget worksheet as long as a narrative is provided.</p>
30.	69	<b>Attachment A</b>  <b>Amendments and Evaluations</b>	<p><b>Q. Do all three criteria pertain to all three modules of Part A?</b></p> <p>A. This criteria applies to TANF Accelerated Employment and TANF Subsidized Employment modules and TANF Specialized Training modules.</p> <ul style="list-style-type: none"> <li>• 50% of participants will obtain employment following the completion of the program.</li> <li>• 5% of participants will have obtained employment with health insurance.</li> <li>• 50% of participants will have seen an increased wage.</li> </ul>
31.	69	<b>Attachment A</b>  <b>Amendments and Evaluations</b>	<p>50% of participants will obtain employment following the completion of the program.</p> <p><b>Q. Does this pertain to AESP and SEP participants? If a participant is enrolled in the AESP or SEP modules they will already be placed in employment upon completion of the program. What does “obtain employment” for these participants refer to?</b></p> <p>A. FES – TANF Accelerated Employment Services Program agreement with the employer states the participant will be retained as an employee after the end of the contract with the employer (Maximum of 700 hours).</p>

Question Number	Page Number	Section Number	Questions & Answers for RFP-1401KH FES-TANF
			<p>FES – TANF Subsidized Employment Program does not guarantee employment after the contract with the employer (Maximum of 700 hours).</p> <p>However we still have expectations of 50% of participants becoming gainfully employed after completion of the contract with the employer (Maximum of 700 hours)</p>
32.	69	<b>Attachment A</b>  <b>Amendments and Evaluations</b>	<p>5% of participants will have obtained employment with health insurance.</p> <p><b>Q. Does the insurance just need to be offered as a benefit? Health insurance may not be offered to an employee for a certain period of time would that count as meeting performance?</b></p> <p><b>A.</b> The insurance must be offered to the participant based on the same criteria as it is offered to other employee's by the employer. Insurance offered at date of employment is considered as health insurance benefits, regardless if a waiting period is stated in the employer's policy manual.</p>
33.	69	<b>Attachment A</b>  <b>Amendments and Evaluations</b>	<p>50% of participants will have seen an increased wage.</p> <p><b>Q. Is this in reference to an increase in wage from a participant's last job or from no income if receiving TANF?</b></p> <p><b>A.</b> An increase in wage from the participant's last employment. Information from the Occupational Information Network (O*Net) will provide current criteria.</p>
34.	74	<b>Module 2</b>	<p><b>Q. In the Financial Literacy Program, are there any restrictions on what the Matched Savings Funds can be used to purchase? Is there a specified time period that a participant must save for, in order to be eligible for the matched funds?</b></p> <p><b>A:</b> Matched Savings and Individual Development Accounts (IDA) cannot exceed a 3:1 match with all of the dollars going to the participant as long as the goal has been met before the contract ends on 6/30/2014.</p> <p>Matched savings cannot be used for basic ongoing needs, such as food, clothing, shelter, utilities, household goods, personal care items and general incidental</p>

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			<p>expenses. Maximum amount is \$4,999.00 which includes the 3:1 match funds.</p> <p>Matched Savings can be used to purchase:</p> <p>Vehicles:</p> <ul style="list-style-type: none"> <li>• A copy of the titles including the previous owner's signed title transferring ownership to the FES participant and the updated/new title from the DMV must be retained in the FES case file;</li> <li>• The participant must have completed a set number of hours of financial literacy education prior to the purchasing of a vehicle; and</li> <li>• A \$4,999 limitation on the funds available for vehicle purchases.</li> </ul> <p>Electronic devices such as Laptops /computers or I pads for employment or educational purposes:</p> <ul style="list-style-type: none"> <li>• Documentation of the need for the device for educational and/or employment purposes must be required and retained in the case file;</li> <li>• If used for educational purposes, verification of enrollment in the educational institution and a copy of the class schedule must be obtained and retained in the case file;</li> <li>• If used for educational purposes, the participant must be in good standing with the institution (GPA of 2.0 or higher);</li> <li>• The participant must have completed a set number of hours of financial literacy education prior to the purchasing of the laptop;</li> <li>• If used for employment purposes, verification of the need for computer must be provided by the employer; and</li> <li>• A \$1,000 limitation on the purchase of laptops/computers and related software.</li> </ul> <p>Payment of post-secondary education tuition, fees, supplies:</p> <ul style="list-style-type: none"> <li>• Require verification of enrollment in the educational institution and a copy of the class schedule must be obtained and retained in the case file;</li> <li>• The participant must be in good standing with the institution (GPA of 2.0 or higher); and</li> <li>• Documentation of the need for the fees and/or supplies (e.g., books,</li> </ul>

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			<p>calculators, etc.) for the class.</p> <p>Individual Development Accounts (IDA) must follow the federal rules outlined in 45 CFR 263.20 – 263.23.</p>
35.	75	Assessment	<p><b>Q. There is a requirement that “contractors establish a meeting with the participant 10 days prior to the distribution of funds.” Does this mean the meeting must take place at least 10 days prior to the distribution of funds?</b></p> <p><b>A.</b> Yes. This is to ensure the participant’s address is correct and they are in agreement with the amount to be distributed. At the meeting, the participant will also be informed of the date funds will be available.</p>
36.	100	Appendix C	<p><b>Q. Am I correct in my understanding that service delivery agreements, the HIPAA/HITECH form, the non-construction form, disclosure of lobbying activities, contractor compliance forms, and insurance documents are not required at this time, but would be if we were chosen to receive the contract?</b></p> <p><b>A.</b> The forms you mentioned (service delivery agreements, the HIPAA/HITECH form, the non-construction form, disclosure of lobbying activities, contractor compliance forms, and insurance documents) are not required to be submitted with the proposal. These forms will be needed from the organization if awarded funding.</p>
<b>QUESTIONS AND ANSWERS FROM 7/30/2013 PRE-PROPOSAL CONFERENCE</b>			
37.			
38.			<p><b>Q. Will the program redistribute funds, if another region does not participate or utilize funding?</b></p> <p><b>A.</b> We will review participation in regions and modules to make a determination at a later time.</p>
39.			<p><b>Q. Can a portion four year college expenses be reimbursed with program funding?</b></p>

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			<p><b>A.</b> Payment of post-secondary education tuition, fees, and supplies can be purchased through Matched Savings or IDA's. Verification of enrollment in the education institution and a copy of the class schedule must be obtained and retained in the case file, the participant must be in good standing with the institution (GPA of 2.0 or higher), and documentation of the need for the fees and/or supplies (e.g., books, calculators, etc.) for the class retained in the case file. Matched savings funds must be paid to a vendor and be supported by receipts retained in the case file.</p> <p>It has been done in the past (MSU, last year of Cosmetology schooling), but can it continue? Stephanie will check into if expense is eligible</p>
40.			<p><b>Q. Can tuition include room and board?</b></p> <p><b>A.</b> No. Room and board cannot be included in tuition. Room and board must be paid with other funding.</p>
41.			<p><b>Q. Is there a cap on per participant training?</b></p> <p><b>A.</b> For the TANF Specialized Training Program, costs cannot exceed \$4,999 and training must be considered short term, 90 days or less.</p>
42.			<p><b>Q. I am wondering if we would be allowed to place individuals within our agency for this program. For instance, we could train individuals in the Adult Basic Education Program, Head Start and Early Head Start, reception, payroll, Account receivable/payable. I know in a previous grant that was not possible.</b></p> <p><b>A.</b> Placement within the FES – TANF Employment Services Contractor's own agency is prohibited.</p>
43.	7	1.1	<p><b>Q. How was the funding amount calculated per region?</b></p> <p><b>A.</b> The SFY 2014 <b>nine (9) month</b> allocation for FES – TANF Financial Literacy funding of \$1,500,000 was divided by average of contractor reported participants (844) served in SFY 2012 Home Ownership, IDA, Matched Savings, Financial Literacy and the Specialized training program. (\$1,500,000 divided by 844 participants = \$1,777.25 per participant). Of the 844 participants, 295 were enrolled in the Specialized Training program (295 x \$1,777.25 = \$524,289.10) this portion of the funding was moved to the FES – TANF Employment Services program. Total FES – TANF Financial Literacy</p>

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			<p>funding of \$975,710.90 for SFY 2014.</p> <p>The SFY 2014 <b>nine (9) month</b> allocation for FES- TANF Employment Services funding of \$765,815 plus \$524,289.10 from the Specialized Training Program equals a total of \$1,290,104 SFY 2014. This funding was divided by the average of contractor reported participants served in Accelerated Employment (0) and Subsidized Employment (112) in the first six months of SFY 2013 (as this program was combined in SFY 2012 and SFY 2013 the prior year showed limited activity and the most current six months was used in the average) and the number of contractor reported participants in the Subsidized Employment module (295). \$1,290,104.10 divided by 407 participants = \$3,169.79 per participant.</p>
44.	14	3.1.2	<p><b>Q. Is stable employment required for FES – TANF Employment Services?</b></p> <p><b>A.</b> No, a participant does not need to have stable employment prior to enrollment in the FES - TANF Employment Services programs. The participants must have resolved employment barriers e.g., transportation and child care must not already possess the skills necessary to perform the job.</p>
45.	14	3.1.2	<p><b>Q. Can a student be enrolled in more than one module?</b></p> <p><b>A.</b> Yes, but not at the same time. Participants cannot be dual enrolled in the FES – TANF Employment Services modules. Example: A participant cannot be enrolled in the TANF Subsidized Employment Program (SEP) and the TANF Specialized Training Program (STP) at the same time. The participant must complete one of the FES – TANF Employment Services modules before being enrolled in another. Participants are not eligible to enroll in both the AESP and SEP programs.</p>
46.	14	3.1.2	<p><b>Q. Further explanation needed regarding offering all three modules, but not having to utilize all three?</b></p> <p><b>A.</b> . NO. Only one of the following modules needs to be offered / implemented in the FES TANF Employment Services program. Contractors may choose to implement one or all of the following modules of the FES - Employment Services Program below. The awarded contractor will be the only contractor in the region.</p>

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			<ul style="list-style-type: none"> <li>Module 1 - Accelerated Employment Support Program (AESP)</li> <li>Module 2 - Subsidized Employment Program (SEP)</li> <li>Module 3 - Specialized Training Program (STP)</li> </ul> <p>A separate contractor may be awarded the FES – TANF Financial Literacy services or it may be the same contractor.</p>
47.	14	3.1.2.1	<p><b>Q. Do all three modules have to be offered?</b></p> <p><b>A.</b> NO. Only one of the following modules needs to be offered / implemented. Contractors may choose to implement one or all of the following modules of the FES – TANF Employment Services Program below. The awarded contractor will be the only contractor in the region.</p> <ul style="list-style-type: none"> <li>Module 1 - Accelerated Employment Support Program (AESP)</li> <li>Module 2 - Subsidized Employment Program (SEP)</li> <li>Module 3 - Specialized Training Program (STP)</li> </ul> <p>A separate contractor may be awarded the FES – TANF Financial Literacy services or it may be the same contractor.</p>
48.	14, 15 & 16	3.1	<p><b>Q. Does a person 19 or younger have to be living with a parent or specified relative?</b></p> <p><b>A.</b> Module 1 and Module 2 are for Adults age 18 years and older. Module 3 participants must be an adult over the age of 18, who has a minor child residing in their household who is related to them within the 5<sup>th</sup> degree of kinship or be a minor child age 16-18 or up to age 19 years if still enrolled in high school or equivalent level program full time who is residing with a specified caretaker relative who is related to them with in the 5<sup>th</sup> degree of kinship.</p>
49.	15	3.1.2.2	<p><b>Q. Is age a determinant for Module 2 - Subsidized Employment Program?</b></p> <p><b>A.</b> Module 2 – TANF Subsidized Employment program is designed for <b>adults</b> in receipt of TANF or “otherwise TANF eligible” at the time they enter either the SEP component.</p>

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50.	15	3.1.2.2	<p><b>Q. Subsidy of employer?</b></p> <p>A. For the FES – TANF Subsidized Employment Program before the subsidy is reimbursed it must be verified and documented by time sheets, etc.</p>
51.	15	3.1.2.3	<p><b>Q. What are examples of exceptions to the 90 day limit?</b></p> <p>A. This would need to be addressed on a case by case basis. Very few exceptions would be made for training that exceeded 90 days in order to maintain the programs intent of short term training and for program consistency. A request must be made to the TANF Program Manager, Stephanie Wilkins in advance.</p>
52.	15	3.1.2.3	<p><b>Q. Is there a limit to the cost of a Specialized Training Program training?</b></p> <p>A. For the TANF Specialized Training Program costs cannot exceed \$4,999 and training must be considered short term, 90 days or less.</p>
53.	15	3.1.3	<p><b>Q. Are scholarships allowed for the Financial Literacy program?</b></p> <p>A. No.</p>
54.	15 & 16	3.1.2.3 & 3.1.3	<p><b>Q. Is a 19 year old student, obtaining a GED eligible to participate in the Financial Literacy program?</b></p> <p>A. Yes. The Request for Proposal, Attachment A, stated the participant “Must be a minor child age 16 – 18 or up to 19 if still in high school”. As a clarification to the original proposal:</p> <p>“A minor child is an individual under age 18, or if age 18 is attending secondary school or <b>an equivalent level program full-time</b>. When the 18- year-old is no longer attending school full-time, his/her eligibility ends the last day of the month school attendance ends. The month after the child turns 19 he/she is no longer considered a minor child regardless of school attendance.”</p>
55.	15, 20 & 21	3.1.2.3, 4.3.2.6 & 4.3.3.2	<p><b>Q. What does the program want in a customized training plan?</b></p> <p>A. A customized training plan for the TANF Accelerated Employment Support</p>

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			Program and the TANF Subsidized Employment Program would be developed with the employer, participant and the FES contractor. The training plan should provide an individualized plan that will develop or enhance specific work skills that will lead to an increase wage and provide marketable job skills.
56.	15, 20 & 21	3.1.2.3, 4.3.2.6 & 4.3.3.2	<p><b>Q. What types of training is the program requesting to be offered?</b></p> <p><b>A.</b> Trainings that will lead the participant to full-time employment in high demand fields with increased wages and family economic security. <b>Information from the Occupational Information Network (O*Net)</b> will provide current criteria.</p>
57.	17	3.1.3.2	<p><b>Q. Would it be allowable to utilize a College 529 plan as a vehicle for savings in the asset building program for Matched Savings?</b></p> <p><b>A.</b> No. 529 plans are more of a long term savings plan for college. Matched savings accounts are meant to assist with short term savings goals.</p>
58.	17	3.1.3.2	<p><b>Q. Would providing monetary incentives into a College 529 account for a participant upon completion of the Financial Literacy curriculum be allowed? (This would be separate from an official asset building program.) Is it allowable under the grant to provide small stipends to participants for attending?</b></p> <p><b>A.</b> No. Stipends for attending the Financial Literacy program are not allowed. 529 plans are not allowed as they are a long term savings goal.</p>
59.	17	3.1.3.2	<p><b>Q. What is the maximum for IDA matched savings?</b></p> <p><b>A.</b> 3:1 and must be completed within the contract period and must follow 45 CFR 263.20. Matched Savings has a cap of \$4,999 which includes the 3:1 match.</p>
60.	17	3.1.3.2	<p><b>Q. Can or should matched savings be used to pay for supportive services?</b></p> <p><b>A.</b> No. Matched savings are for a predetermined goal. Supportive Services are used to address a short term need and do not come from the Matched Savings account.</p>
61.	17	3.2.3.2	<p><b>Q. Who audits the program to determine to show compliance with GAAP (TANF personnel, organization staff, or contracted auditor?)</b></p> <p><b>A.</b> This subsection may be exercised in response to any type of audit whether</p>

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			conducted by the Montana Legislative Auditor, the Office or Inspector General for the U.S. Department of Health & Human Services, the Department's Audit Bureau, or other entity.
62.	19	4.3.1	<p><b>Q. Can participants be enrolled in both Parts A &amp; B?</b></p> <p><b>A.</b> Yes, participants may be enrolled in both FES – TANF Employment Services and FES – TANF Financial Literacy programs.</p> <p>Participants cannot be dual enrolled in the FES – TANF Employment Services modules. Example: A participant cannot be enrolled in the TANF Subsidized Employment Program (SEP) and the TANF Specialized Training Program (STP) at the same time. The participant must complete one of the FES – TANF Employment Services modules before being enrolled in another.</p> <p>Participants cannot participate in both the TANF Accelerated Employment Support Program and the TANF Subsidized Employment Program.</p>
63.	19	4.3.1	<p><b>Q. When submitting for both Employment Services (Part A) and Financial Literacy (Part B), will it be evaluated together (can you be awarded one part and not the other?)</b></p> <p><b>A.</b> Yes. Both parts will be evaluated separately.</p>
64.	19	4.3.2.2	<p><b>Q. Three letters need to come from what sources?</b></p> <p><b>A.</b> Letters should be from businesses currently participating or plan to participate in the AESP or SEP Modules.</p>
65.	20	4.3.2.5	<p><b>Q. How is a high demand field determined?</b></p> <p><b>A.</b> The O* NET Resource Center can provide more information on high demand fields. High demand fields maybe region specific (Eastern Montana would be oil, etc.).</p>
66.	20 & 22	4.3.2.12 & 4.3.3.13	<p><b>Q. What is the process to be completed for Supportive Services?</b></p> <p><b>A.</b> Supportive service funds must be requested in advance by the participant with signature of participant following receipt of the services and issued as a vendor</p>

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			<p>payment.</p> <p>The participant must complete the supportive service request form designed by the contractor. At minimum it must contain self-attestation that if the participant is currently in receipt of TANF cash assistance (if appropriate) and if in receipt of TANF cash the participant must use TANF Work Readiness Component (WoRC) must be utilized prior to authorization of FES – TANF Employment Services or FES – TANF Financial Literacy supportive services. Supplemental Nutrition Assistance Program Employment and Training supportive services must be utilized prior to supportive service as well, if available to the participant.</p> <p>An evaluation for need should be done, in connection to participation or employment. Supportive Services should always be considered in the framework of short and long term participant personal planning. If need is determined, supportive service payments are available in a timely manner to assure the participant has the needed</p> <p>The Supportive Service Request, all documents verifying the needed item/service must be retained in the participant's case file.</p>
67.	20 & 22	4.3.2.12 & 4.3.3.13	<p><b>Q. Must a participant be off TANF to receive supportive services?</b></p> <p><b>A.</b> If the participant is currently in receipt of TANF cash assistance. TANF Work Readiness Component (WoRC) Employment and Training supportive services must be utilized prior to authorization of FES – TANF Employment Services or FES – TANF Financial Literacy supportive services. The Supplemental Nutrition Assistance Program Employment and Training funds, if available, must also be utilized prior. Barriers for these programs must have already been addressed.</p>
68.	21	4.3.3.6	<p><b>Q. What should be used to measure training effectiveness?</b></p> <p><b>A.</b> These measures should be developed by the proposer/contractor.</p>
69.	22	4.3.4	<p><b>Q.</b></p> <p><b>A.</b></p>

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70.	23	4.3.6.1	<p><b>Q. Is the DIR derived from operation costs of the FES program or total organization costs?</b></p> <p>A. Total organization costs.</p>
71.	23	4.3.6.3 & 4.3.6.4	<p><b>Q. What if anything needs to be submitted for financial documentation?</b></p> <p>A: Appropriate financial documentation includes:</p> <ul style="list-style-type: none"> <li>• financial data showing the period of months that the Offeror could perform services without receipt of reimbursement, the Offeror's percent of overall funding received from governmental grants, contracts, and other sources in the most recent fiscal year,</li> <li>• the periods of time and total number of months in the last 5 years that the Offeror has operated with a deficit,</li> <li>• the periods of time and total number of months in the last 3 years that the Offeror has had more expenditures than revenue, and</li> <li>• all financial reviews and audits during the last three consecutive years immediately preceding the issuance of this RFP, along with any remedial actions implemented or to be implemented based on any findings.</li> </ul>
72.	24 & 25	Budget	<p><b>Q. Training costs can include?</b></p> <p>A. Training costs are program costs and proposers can add a line item to the budget worksheet and add a narrative. Supportive service funds are used to address immediate barriers, not training costs.</p>
73.	24 & 25	Budget	<p><b>Q. Can training be used as an expense in the budget worksheet?</b></p> <p>A. Yes. Training can be added as a line item to the budget worksheet and must include a narrative.</p>
74.	24 & 25	Budget	<p><b>Q. Does tuition need to be broken out from materials (book, etc.)?</b></p> <p>A. Yes. This must be listed separately in the proposer's budget narrative.</p>

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75.	64	SDA	<p><b>Q. Does successful proposer pay unemployment insurance?</b></p> <p><b>A.</b> For FES – TANF Accelerated Employment Program the employer is responsible to provide Unemployment Insurance. For FES – TANF Subsidized Employment Program the unemployment insurance will come out of program costs.</p>
76.			<p><b>Q.</b></p> <p><b>A.</b></p>
77.			<p><b>Q.</b></p> <p><b>A.</b></p>
78.			<p><b>Q.</b></p> <p><b>A.</b></p>
79.			<p><b>Q.</b></p> <p><b>A.</b></p>
80.			<p><b>Q.</b></p> <p><b>A.</b></p>
81.			<p><b>Q.</b></p> <p><b>A.</b></p>
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